

# Using iBooks to store .pdf files

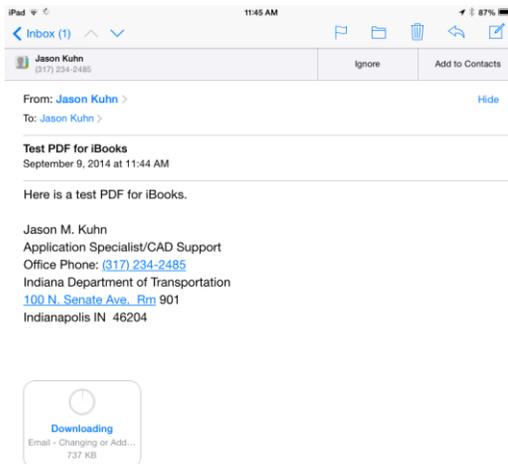
With the release of iOS 8, iBooks is now provided automatically. It is no longer necessary to access the Apple App Store to retrieve this application.

The icon for iBooks is now as follows:



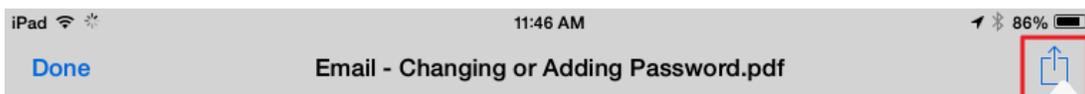
## Storing documents in iBooks

- When you receive a .pdf document via email, open the document from the email by tapping on it.



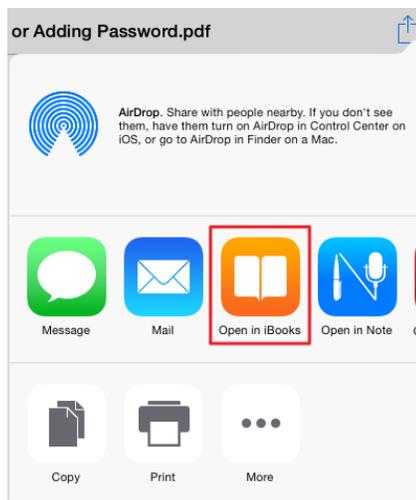
**Note:** You may have to tap the document twice. (The first time to download it and the second time to open it.)

- Once the document is open, tap anywhere on the screen to activate the status bar at the top of the screen.

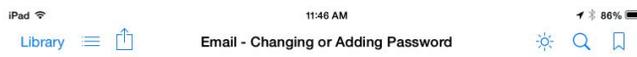


- Tap the  button in the top right portion of the status bar.

- Tap the “Open in iBooks” icon



The .pdf document will open within the iBooks application.



### Email – Changing or Adding Password

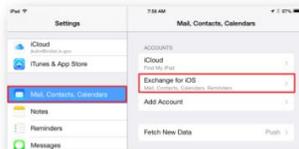
In the instance that your INDOT issued iPad is no longer receiving or sending emails, you may need to either add or change your Microsoft Exchange Password on the device.

NOTE: Your Microsoft Exchange Password is your *current* INDOT password.

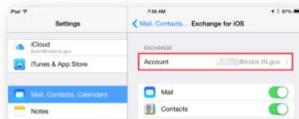
- Tap on the Settings icon on the home screen of you INDOT issued iPad.



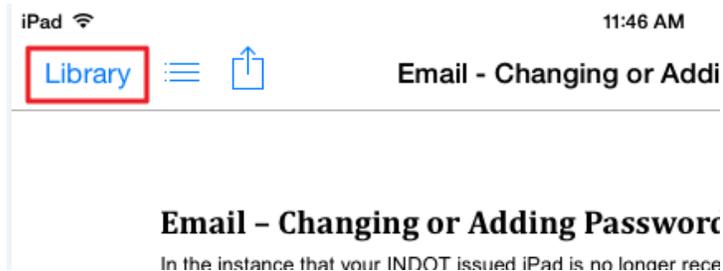
- In the Settings window of your INDOT issued iPad, in the left side column, find and tap on **Mail, Contacts, Calendars** and then tap on **Exchange for iOS** (located on the top right corner)



- In the **Mail, Contacts...** section, confirm that your email address is listed correctly and then tap on **Account** in the top right corner.



- Tap on the Library button



- The iBooks library will open. (This looks like a bookshelf with all of your stored .pdf documents displayed.)

